



AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH)

I (we) hereby authorize **City of Las Vegas** to initiate debit entries indicated below at the depository financial institution named below, hereafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

SELECT ONE: ☐ **CHECKING ACCOUNT** ☐ **SAVING ACCOUNT**

Please include a void check from the checking OR a deposit slip from savings account that we are to debit.

Depository Name _____ Branch _____
City _____ State _____ Zip _____
Routing Number _____ Bank Account No. _____
Name(s) _____ ID Number _____
Signature _____ Date _____

This service is offered only to the property owner of the service address. A separate form is needed for each billable account. This service is subject to the City of Las Vegas receiving validation from your depository institute. You will be notified with the reason if we are unable to validate your account.

Sewer Service Account Number _____
Sewer Service Address being paid _____
Day Phone Number _____

This depository account you have directed us to debit for your sewer service fees will be debited on the **1st day of the month** _____ **year** _____ and **quarterly** thereafter in the amount of \$ _____ unless terminated. Forms must be returned to us 45 days prior to the indicated debit date to be effective for this year. Otherwise it will be necessary to pay by check or credit card.

THIS AGREEMENT IS TERMINATED UNDER THE FOLLOWING CONDITIONS:

1. A return from your bank of the debit (ACH) for insufficient funds, account closed or any other reason that is not the fault of the City of Las Vegas or the Depository Institution will result in removal from direct payment. At which time a bill will generate for any sewer service fees owing and the normal billing process will resume including late charges if applicable. This also will result in a service charge of \$25.00, which includes the costs passed on to the City of Las Vegas by the Depository Institute plus our administrative costs of processing.
2. The property has been sold. Removal will automatically occur once we are notified by the Clark County Assessors that there is a transfer of ownership. If you wish the sewer service fees for a new property to be debited from your account, a new authorization form must be completed.
3. You notify the City of Las Vegas in writing to terminate this arrangement. Ample time must be allowed to implement your instructions (we suggest a minimum of 14 days).

Mail completed form to: City of Las Vegas ATTN: Treasurer's Office 400 Stewart Ave. Las Vegas, NV 89101



Privacy Statement

The City of Las Vegas is highly sensitive to the privacy interests of its citizens and believes that the protection of those interests is one of its most important responsibilities. In acknowledgment of its obligations, the City will not acquire any more information about its customers than is necessary to provide a high level of service. This information is stored on secure computers located in a locked data center. The City uses state-of-the-art firewalls and other security technology to prevent our computers from being accessed by unauthorized persons. To perform this service, the City must, of course, pass information about transactions to your financial institution. The City will not share this information with any other third party.

